

Campus Maintenance Helpdesk – logging a “Transport” request.

Please see below a step by step guide for logging a transport request. This on-line system for requesting transport assistance, is part of the Campus Services Helpdesk and can be used to request assistance from the campus services team. For example it can be used for requesting event set-ups, shredding, furniture set-up or when items require to be moved from one location to another location on campus.

Please follow the simple steps below to log your “Transport” request:

Log a Transport request

- 1) Click on the following link [Log a transport request](#) or visit the Campus Services Website to log a request. Please note you **must** have a Maynooth Campus email address to use this service.
- 2) Once you click on the link, the following table should be completed:

| | |
|----------------|----------------------|
| * Building: | <input type="text"/> |
| * Problem: | <input type="text"/> |
| * Location: | <input type="text"/> |
| * Description: | <input type="text"/> |
| * Name: | <input type="text"/> |
| * Phone: | <input type="text"/> |
| * Email: | <input type="text"/> |

Step 1. - Building – choose the relevant building from the drop down menu for example the building where the items are to be collected from.

Step 2. - Problem – Please ensure you choose the “**Transport**” option from the drop down menu.

Step 3. - Location – Type the precise location e.g. floor / office number of where the items for collection are located.

Step 4. - Description – use this tab to provide all the relevant details for the transport team e.g. what is being moved / where it is going / how many items / the date and time items can be collected, and returned etc.

Step 5. - Name – Please enter your name

Step 6. - Phone – Please enter your phone number

Step 7. - Email – Please enter your Maynooth campus email address

Depending on the nature of the request, it may incur a charge if additional / out of hours assistance is required.

(chargeable works will be agreed with you in advance.)

When you log a request you will receive a confirmation email with a work order reference number, which will enable you to make enquiries about the job.

The above table can also be used to log / report electrical and mechanical breakdowns or faults, just choose the relevant item from the “**Problem**” drop down menu.